

FACE Coordinator - Position Description

Summary: The FACE coordinator provides leadership, supervision, management, and coordination for the entire FACE program, including home-based, and K – 3 FACE services. It is a multi-faceted, demanding position, responsible for the program’s success in the BIE school and the community and compliance with the FACE Guidelines, including curriculum, environment, health and safety standards, transportation, staff hiring, supervision, and professional development.

Preparation to become a skilled FACE Coordinator:

- Attends Regional Technical Assistance Days and other FACE training as appropriate the first year in this position and other follow-up trainings that are provided through online course topics and modules
- Attends scheduled Administrator meetings/trainings
- Holds a B.A. or B.S. degree in education, preferably in secondary or adult education, with teacher certification and experience working with children, adults, and families
- Is knowledgeable about the characteristics of learners of all ages, infants through adults
- Is knowledgeable about learners’ culture and language

Duties and Responsibilities of a FACE Coordinator:

- Develops, publicizes, and carries out the FACE program in the BIA school and local community:
 - Develops/maintains FACE program written policies and maintains a record keeping system
 - Is knowledgeable and shares information with families about community resources and academic opportunities
 - Publishes and distributes a brochure that explains the program’s scope of services
 - Maintains open communication with the FACE National Coordinator and the partnering organizations
 - Conducts an annual program review
 - Manages the budget and approves purchases for program operations
 - Develops, updates, and provides summary statistical data and sends necessary data to Research & Training Associates in a timely fashion.
- Meets weekly with FACE team to plan and evaluate program services
- Manages all matters of importance related to the FACE program services and families
- Coordinates with other related programs in the local community
- Facilitates and participates in the technical assistance services provided by Parents as Teachers and National Center for Families Learning consultants
- Assures the FACE staffing requirements are met

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- Directs efforts to obtain National Association for the Education of Young Children (NAEYC) accreditation for the program
- Represents the FACE Program to other school staff and officials, local community and larger community, in a manner which reflects credit to the local school and enhances the understanding of both the potential and accomplishments of the FACE Program
- Is willing to attend professional development opportunities to increase their job skills
- Meets other requirements as a faculty member of the school

Requirements for Hiring:

- Is a state certified teacher
- Is able to travel to all required trainings and meetings scheduled by the BIE/FACE National Director
- Is competent in computer skills, including using electronic mail (email), Internet, and basic word-processing
- Is able to work well as a team member to develop the full potential of all participants and also be self-motivated
- Is mature and sensitive, able to relate well to both children and adults of diverse socioeconomic and cultural backgrounds
- Is able to establish rapport with families and empower parents by building on their strengths
- Treats each child, parent, and co-worker with dignity and respect
- Is highly organized and adaptable to the families' goals and needs
- Exercises affirmative leadership in the development of educational opportunities for families enrolled in the FACE program
- Maintains a high personal standard or professional and ethical conduct
- Accepts professional responsibility for keeping informed on current educational topics and advancements, both for adults and children